# Job Opportunity Bulletin

Post Date: SEPTEMBER 13, 2013

# COMMUNITY PROGRAM SPECIALIST II

Salary Range: \$4,400 - \$5,508 Permanent, Full Time

FINAL FILING DATE: OCTOBER 31, 2013

This position is federally funded and critical to the required activities under Part C of the Individuals with Disabilities Education Act to perform required monitoring and compliance requirements related to services provided to children birth to three years of age who are served by regional centers.

For complete duties, please see the duty statement on the following page.

## JOIN THE DDS TEAM!

For information about the DEPARTMENT OF DEVELOPMENTAL SERVICES Please visit our website at www.dds.ca.gov

Please refer to: **Position # 473-225-8352-005** 

Mail your application to:

Dept. of Developmental Services 1600 Ninth Street, MS-Q Sacramento, CA 95814 Attention: Claudia Lutz

All applications will be screened and only the most qualified will be interviewed.

#### **CONTACT INFORMATION**

Name: Claudia Lutz

Number: (916) 322-7784

Email: Claudia.Lutz@dds.ca.gov

# **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- ❖ The California Developmental Disabilities Service system.
- The Early Start Program or early intervention services for infants & toddlers.
- Excellent oral and written communication and interpersonal skills.
- Demonstrate ability to work in a fast-paced environment and to organize/ prioritize workload to meet demands.
- Microsoft Word, Excel, and Outlook.

# **ADDITIONAL INFORMATION:**

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) by the final filing date.

Please be sure to include the **basis of your eligibility** and **position #473-225-8352-005** on your application.



# DEPARTMENT OF DEVELOPMENTAL SERVICES COMMUNITY SERVICES AND SUPPORTS DIVISION CHILDREN AND FAMILY SERVICES BRANCH EARLY START SECTION LOCAL SUPPORT UNIT

#### **DUTY STATEMENT**

JOB TITLE: Community Program Specialist II POSITION #: 473-225-8352-005

**GENERAL STATEMENT OF DUTIES:** Performs a variety of program specific analytical duties relating to the federal early intervention program under Part C of the Individuals with Disabilities Education Act (IDEA), the California Early Intervention Services Act, Title 14, Government Code, Section 95000 et seq., and Title 17 Regulation, Sections 52000-52175.

**SUPERVISION RECEIVED:** Reports directly to the Supervisor of the Early Start Local Support Unit.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Sedentary, non-strenuous, working on a personal computer 60% of total office time. Travel is required to local programs for monitoring and technical assistance activities and amounts to about 20% of working time.

**TYPICAL WORKING CONDITIONS:** Open-spaced partitioned offices in a smoke-free environment.

### **EXAMPLE OF DUTIES:**

- 60% Serve as a liaison to various regional centers throughout the state of California.

  Coordinate and conduct ongoing interagency evaluation and monitoring of regional centers, local education agencies, and programs providing early intervention services as required by federal and state regulations. This includes producing reports of monitoring findings.
- 25% Provide technical assistance to regional centers and other local programs providing early intervention services through site visits, telephone consultation and focused trainings.
- 10% Maintain lead analyst responsibilities on special projects and provide support to the interagency Coordinating Council committees, as needed. Respond to requests for information/assistance on behalf of infants and toddlers and their families who are served under the Early Start Program. Perform program, data, and legislative analyses as required to provide information to policy makers on program objectives.
  - 5% Serve as liaison from the state to local Family Resource Centers (FRC) to facilitate Part C implementation and the meeting of contract requirements. Process, monitor, and evaluate FRC contracts. Maintain FRC contract budget information and process contract invoices.

### PERFORMANCE REQUIREMENTS:

**Knowledge of:** Microsoft Word Office Suite, Windows and related software. The successful applicant will have skills and experience working with people in a teamwork environment. Knowledge of analytical methods is essential to the successful performance of job duties. Knowledge of human service systems and agencies is also essential to the successful performance of the job duties. Knowledge of research methods is desirable.

Ability to: Read and interpret laws and regulations; to present data and reports in public and in meetings; evaluate and solve problems accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep sensitive or confidential records; meet and deal tactfully with the public; establish and maintain effective working relations with others; apply specific laws, rules and office policies and procedures.

Employee Signature	 Date
Supervisor Signature	 Date